



FUTURE  
ACADEMIES  
LIBERTAS PER CULTUM

# EAL Teaching Assistant Recruitment Pack



THE GRANGE  
ACADEMY  
LIBERTAS PER CULTUM



## Welcome to Future Academies

Dear Applicant,

Thank you for your interest in the position of **EAL Teaching Assistant** for The Grange Academy. I am delighted that you are considering applying for a position at our trust.

This is a superb and exciting opportunity for a bright, passionate and socially-minded individual to join our team as EAL teaching assistant to provide support for pupils, the teacher and the school for children who speak English as an additional language.

Grange Academy is a proud member of Future Academies: A flourishing multi-academy trust, founded with the aim of improving the life chances and raising the aspirations of young people. We offer a rich and stimulating education comprised of a knowledge-rich curriculum, diverse cultural and extracurricular opportunities, and a strong pastoral support system. All children and young people are welcomed in our inclusive community, and all are challenged to be the best they can be.

This ethos is embodied in our Trust values - *Knowledge, Aspiration, and Respect* - and in our motto, *libertas per cultum* ("freedom through education").

Future Academies currently comprises ten schools across London and Hertfordshire. Further information is available on our website [Future Academies - Academies](#).

The Grange Academy is a flourishing mixed, non-selective secondary school and sixth form based in Bushey, Hertfordshire, admitting students from the ages of 11 to 18.

The Grange Academy is passionate about diversity and inclusivity and welcome applications from applicants with skills and experiences to fulfil the requirements of the job description and whose values and qualities reflect those in the person specification. We encourage applications from applicants regardless of any protected characteristic.

If you think you have the skills, experience and attributes we are looking for, we encourage you to apply and very much look forward to meeting you.

If you would like to discuss the role in more detail, please do not hesitate to contact me via email at [lisa.graves@futureacademies.org](mailto:lisa.graves@futureacademies.org)

Lisa Graves  
HR Business Partner  
Hertfordshire

# JOB DESCRIPTION

|                        |   |
|------------------------|---|
| <b>JOB TITLE:</b>      | EAL Teaching Assistant  |
| <b>RESPONSIBLE TO:</b> | Special Educational Needs and Disabilities Coordinator (SENDSCO)  |
| <b>START DATE:</b>     | ASAP  |
| <b>HOURS:</b>          | 37 hours a week term time + 5 INSET days  |
| <b>SALARY:</b>         | NJC scale 3/4 points 3-5 £23,893 -£25,119 + Fringe allowance £988 (FTE)<br>Actual salary £20,189- £21,225 Fringe allowance £835.36 (PRO RATA) |

Starting salary to be confirmed upon appointment, subject to experience.

**PLACE OF WORK:** The Grange Academy, London Road, Bushey, WD23 3AA.

**RIGHT TO WORK:** This appointment is subject to verification of the right to work in the UK. Where the successful candidate has worked or been resident overseas in the last five years, such checks and confirmations will be required in accordance with the statutory guidance

**STAFF BENEFITS:** Future Academies recognises its employees as the most important asset and critical to its success. To demonstrate this all staff are offered the following benefits:

- A supportive ethos and concern for the well-being of all colleagues.
- Excellent CPD opportunities and career progression.
- Employer Contributions to Local Government or Teachers Pension Scheme.
- Cycle to work scheme.
- Employee Assistance Programme.
- Eye Care Voucher scheme.
- Car Benefit Scheme
- Fitness Suite available to staff

**PROBATION PERIOD:** The post holder will be required to complete a 6-month probation period.

## PURPOSE OF THE ROLE

To support EAL students to ensure they reach their full potential through developing academic English. Main duties of the role will include but are not limited to:

## JOB DESCRIPTION

- Provide support to an outstanding level for all years, abilities and qualifications;
- Contribute to outstanding attainment and progress at all key stages;
- Play a central role in the Inclusion Department, including contributing to after-school activities, trips, open days, prep, and so on;
- Have an excellent working understanding of the learning needs of the students with whom you work. This may include liaising with colleagues within the Inclusion Department, and
- accessing attainment data and information from EHCPs/Educational Psychologist reports;

- Make a vital contribution to the efficient running of the Department, including undertaking administrative and other tasks as delegated by the SENDCO.
- Enhance the quality of Teaching Assistant provision in the Department and wider Academy through sharing resources and good practice and active participation in Continuous Professional Learning;
- Show commitment to working in partnership with one or two subject areas, learning and helping to implement the curricula;
- Support the Academy's aims and objectives for teaching and learning
- Show flexibility, innovation and intelligence in responding to the needs of the pupils and Academy as a whole.

## **OTHER RESPONSIBILITIES**

- Be a positive role model to students
- Where necessary, supervise students removed from lessons and ensure this time is used to good effect
- Attend year group evening meetings as required. Examples of these include: Student Services meetings; Parent Consultation Evenings; Open Evenings
- Undertake any other task reasonably requested by the Principal.
- Adhere to all Safeguarding and Child Protection Policies

*No job description can be entirely comprehensive, and roles develop organically over time. The post holder will be expected to support with any other duties appropriate to the role, as and when this is required.*

## PERSON SPECIFICATION

|                             | Essential   | Desirable  |
|-----------------------------|---|--|
| <b>QUALIFICATIONS</b>       | <ul style="list-style-type: none"> <li>• Qualified to degree level or equivalent experience</li> </ul>  |  |
| <b>EXPERIENCE</b>           | <ul style="list-style-type: none"> <li>• High level of ICT skills, including advanced MS Office. This includes proficiency in spreadsheets, word processing and database understanding as well as the ability to adapt to new ways of working in this area</li> <li>• Experience of working in a school or other educational environment</li> </ul>   | <ul style="list-style-type: none"> <li>• Experience of working with other school based systems.</li> </ul> |
| <b>KNOWLEDGE AND SKILLS</b> | <ul style="list-style-type: none"> <li>• Creativity with the ability to analyse problems and formulate different approaches leading to resolution.</li> <li>• The ability to maintain professionalism and maintain confidentiality</li> <li>• The ability to solve problems and provide solutions to challenges that arise</li> <li>• The ability to prioritise work accurately and efficiently</li> <li>• Excellent organisational, planning and time management skills.</li> <li>• To be able to remain calm, efficient and positive under pressure</li> <li>• The ability to work on own initiative and be decisive</li> <li>• The ability to work as a member of a collaborative team</li> <li>• Positive interpersonal and communication skills including an excellent telephone manner, tact and patience</li> <li>• The ability to remain discrete when privy to confidential information</li> </ul> |  |
| <b>OTHER REQUIREMENTS</b>   | <ul style="list-style-type: none"> <li>• Commitment to safeguarding and promoting the welfare of children and young people</li> <li>• Right to work in the UK</li> <li>• Willingness to undertake further training</li> <li>• Have a willingness to demonstrate commitment to the Future Academies values and behaviours</li> <li>• Committed to Equality, Diversity &amp; Inclusion</li> </ul>   |  |

## APPLICATION PROCESS

### 1. Applying for the role

To apply for the post, please visit our ETeach website to apply on-line [Careers at Future Academies - London, United Kingdom, SW1V 3AT | schoolrecruiter \(eteach.com\)](https://www.eteach.com/schoolrecruiter)

The application form should be accompanied by a personal statement of suitability of no more than two sides of A4. In the application form and personal statement, applicants should demonstrate how they meet the requirements set out in the person specification. Please ensure specific examples are included.

Applications must be received no later than **midnight, Sunday 3rd November 2024**. Applications after this date will not be considered.

### 2. Interview Process

The interview process will take place as soon as possible after shortlisted has been completed. The interview will include a formal interview and may include practical tasks related to the knowledge and skills required for the role. One of our interview panel members is trained in Safer Recruitment, ensuring a safe and secure recruitment process for all candidates.

### 3. Notification & Feedback

Candidates that have taken part in interviews will be notified as soon as possible – please ensure that you have provided day and evening numbers on which you can be reached. Unsuccessful candidates will be given the opportunity to receive professional feedback.

### 4. Taking up the post

The successful candidate will take up the post as soon as possible.

### 5. Additional information

For further information please email [HEnquiries@futureacademies.org](mailto:HEnquiries@futureacademies.org) and a member of the HR team will contact you.

### 6. Safeguarding

As an educational trust, Future Academies is committed to the safeguarding and promotion of the welfare of all children and young people. Therefore, the Trust expects all members of staff and volunteers to share in this commitment. An 'Enhanced Disclosure and Barring Service' check and a 'Barred List' check is required for this role.

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.